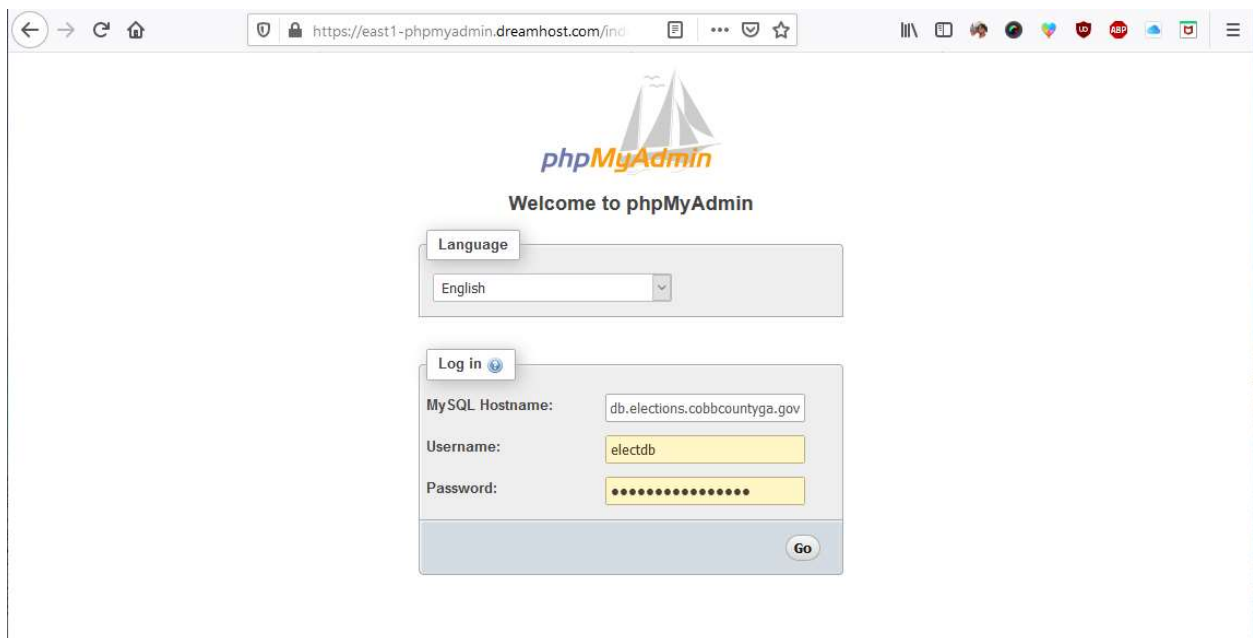DATABASE CHANGES

The following instructions specify the steps required to update the Elections database using the phpMyAdmin tool.

1) Access this database administration tool by visiting the URL:

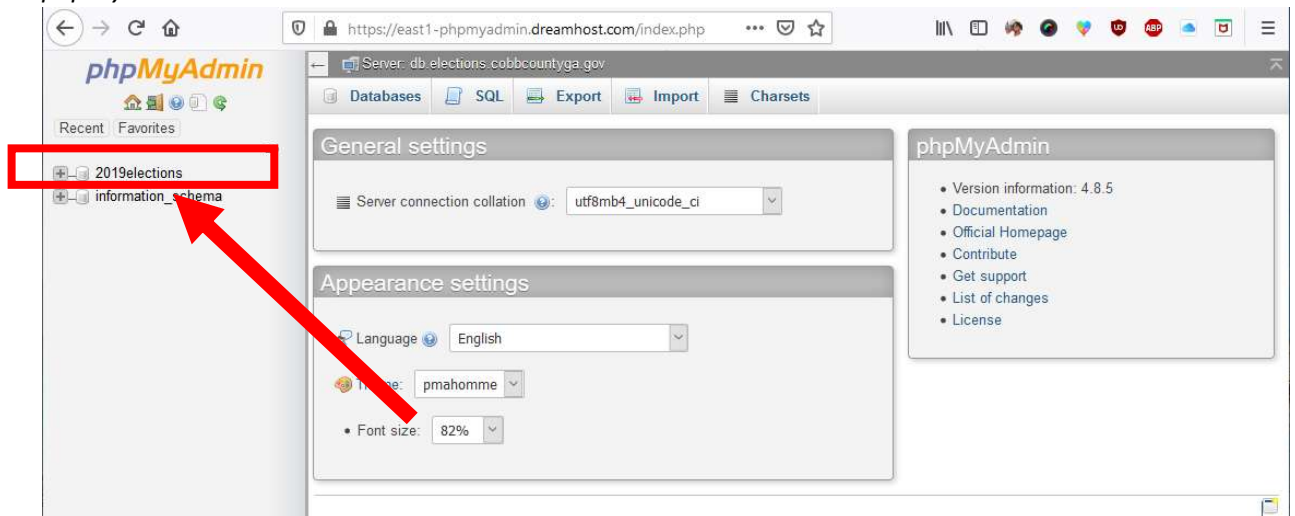2) Enter these credentials
   Hostname:
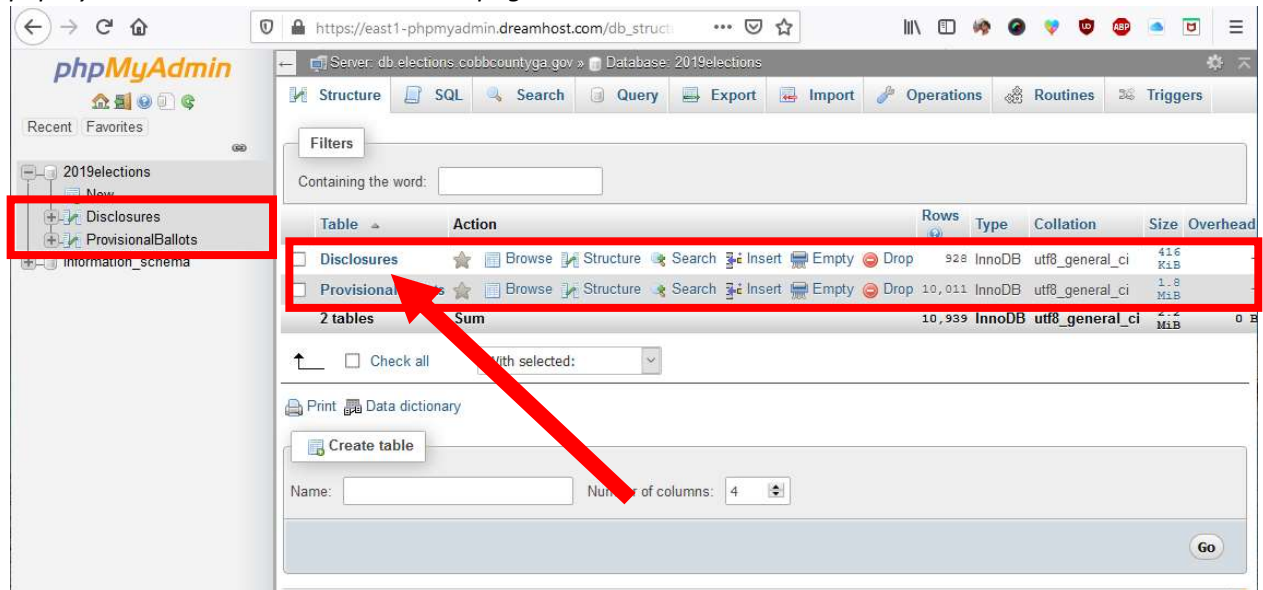   Username:
   Password:

phpMyAdmin login page

3) The phpMyAdmin dashboard appears allowing you to view the Cobb Elections Databases tables by clicking the database titled '2019elections' in the right menu.
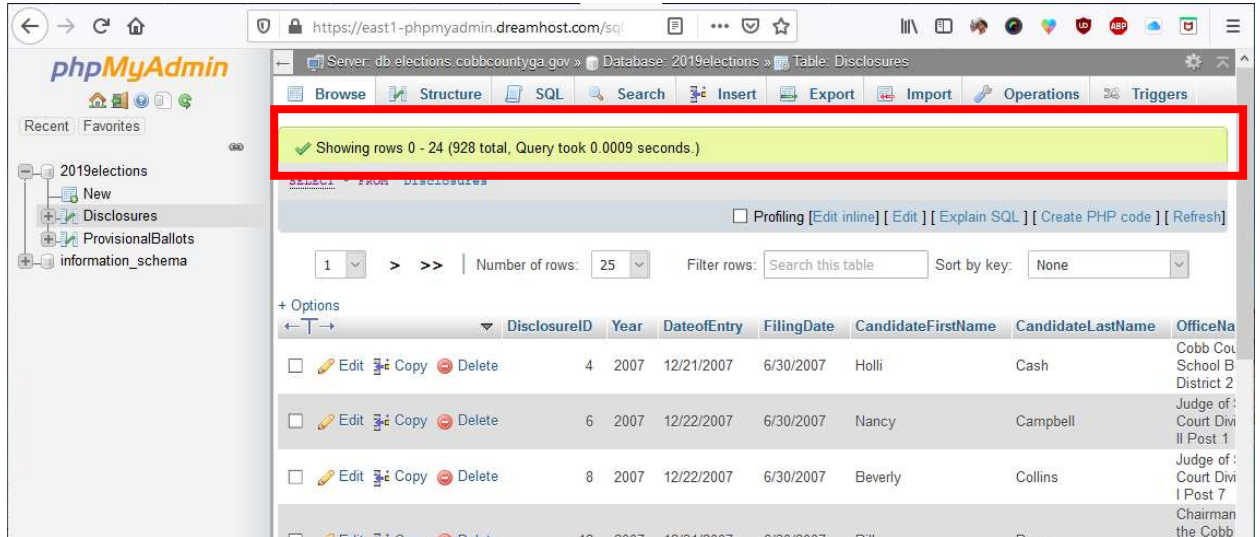
phpMyAdmin dashboard

4) The available database tables Disclosures & ProvisionalBallots list in the right menu and on the Structure page.
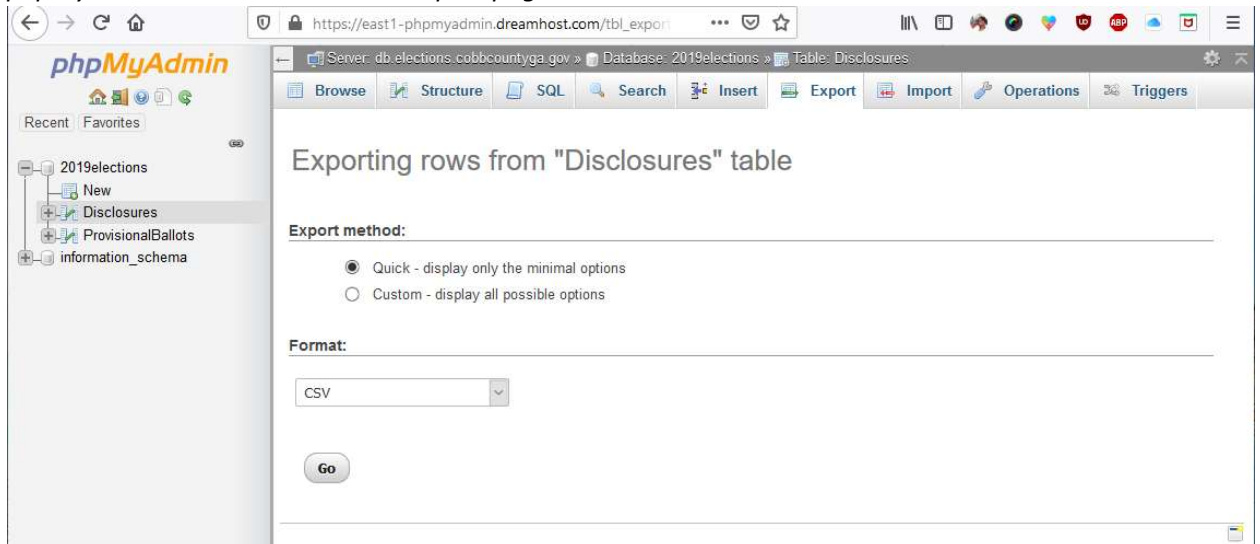
phpMyAdmin : 2019elections Structure page

5) After clicking the desired table to update, the Table default page titled 'Browse' displays listing the first 25 applicable records. The Table's total record count is provided in the green highlighted section.
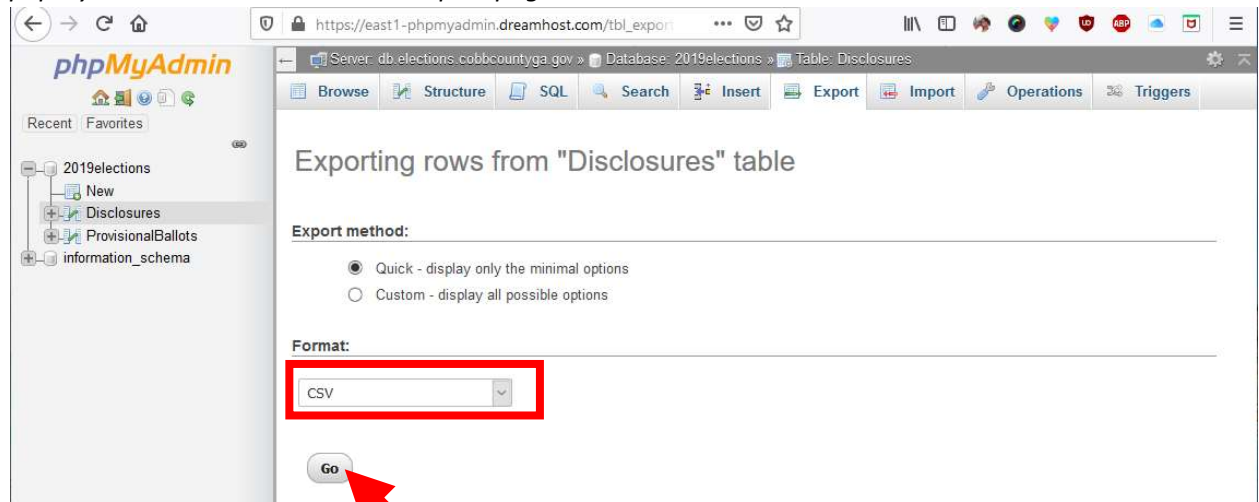
phpMyAdmin : Database : Table : Browse page

6) Select the 'Export' option at the top of the 'Browse' page, the 'Export' page displays.

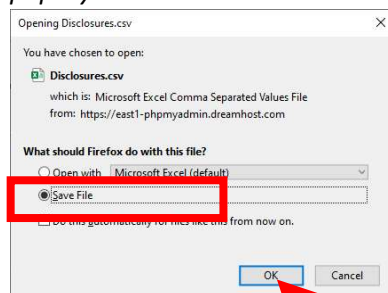*phpMyAdmin : Database : Table : Export page*

7) On the 'Export' page, specify the Format as 'CSV' and click the 'Go' button.
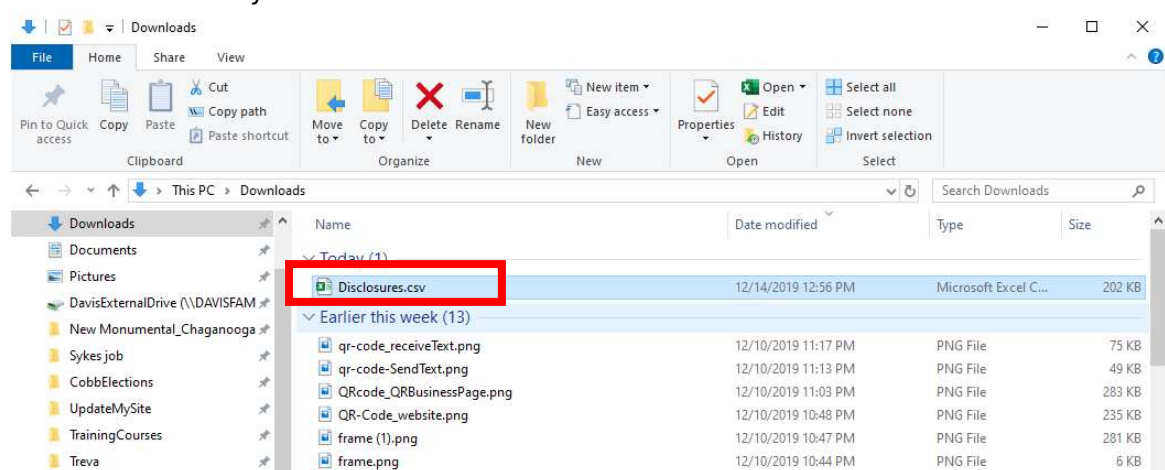
phpMyAdmin : Database : Table : Export page

8) An user prompt will appear, select to open or save a backup of the selected database table. If selecting to 'Save File', the file should save in your default 'Downloads' folder. Feel free to rename and move to your database archive folder. If selecting to 'Open with Microsoft Excel', this app will open and allow you to save the table in your database archive folder

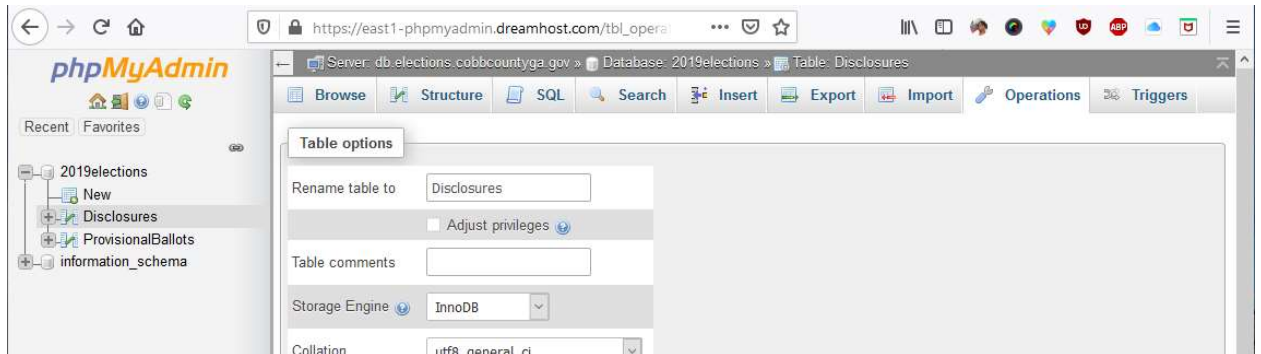*phpMyAdmin : Database : Table : Export : Save prompt*
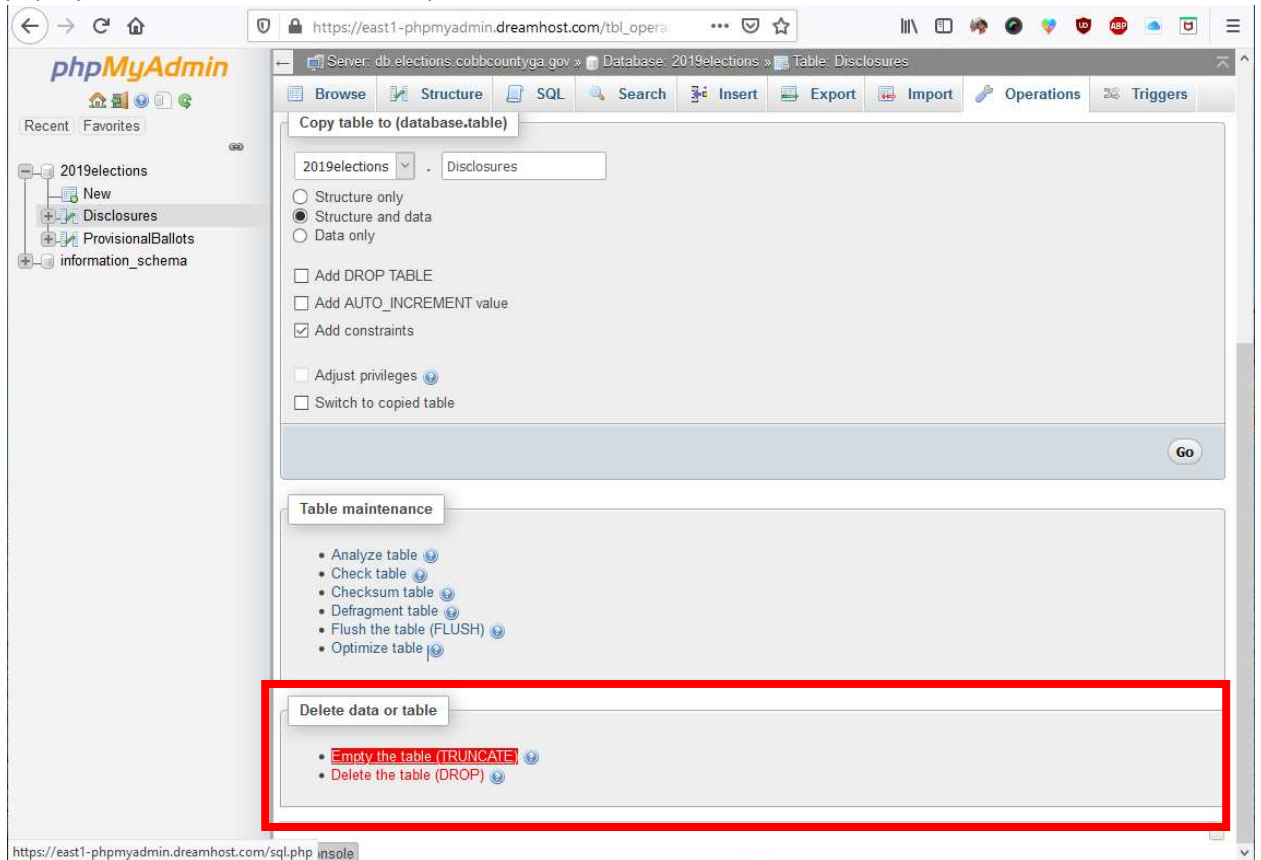

This PC : Downloads folder

9) Select the Operations option at the top of the 'Table' page, the 'Operations; page displays.

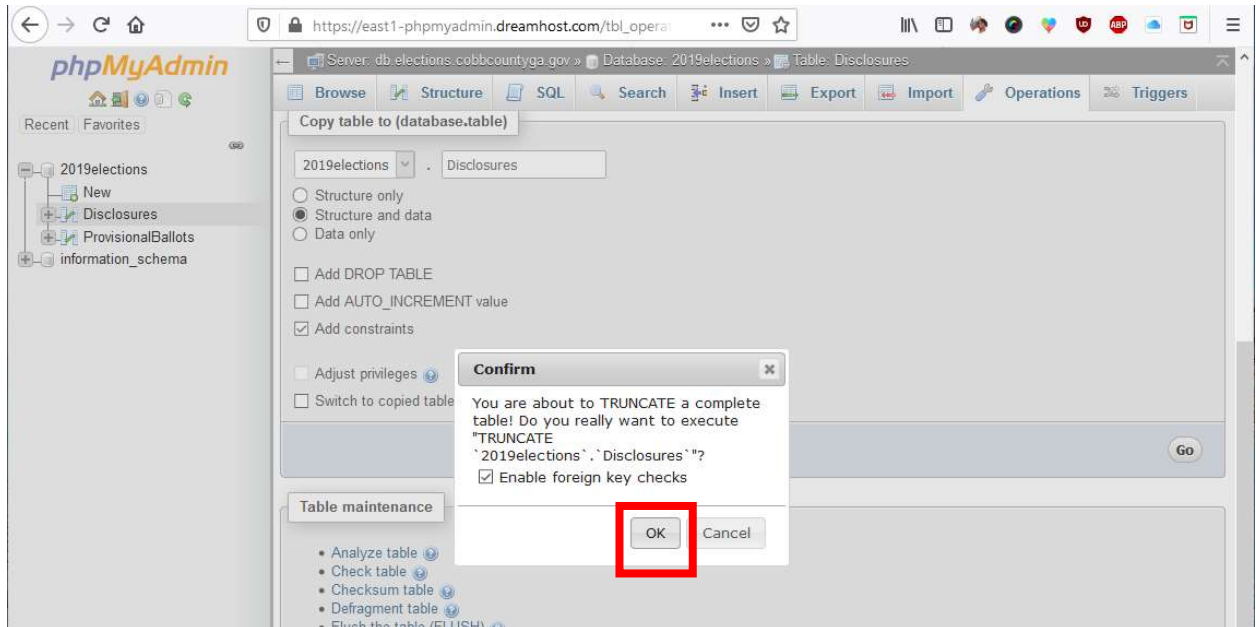*phpMyAdmin : Database : Table : Operations page*

10) Scroll down this page to locate the section titled 'Delete data or table' and select to 'Empty the table' options

phpMyAdmin : Database : Table : Operations : Delete data or table section

11) Confirm to delete this database by clicking th 'OK' button on the 'Confirm' user prompt.

phpMyAdmin : Database : Table : Operations : confirm deletion prompt

12) Click the 'Import' option at the top of the Table Operations page. The 'Import' options will display.

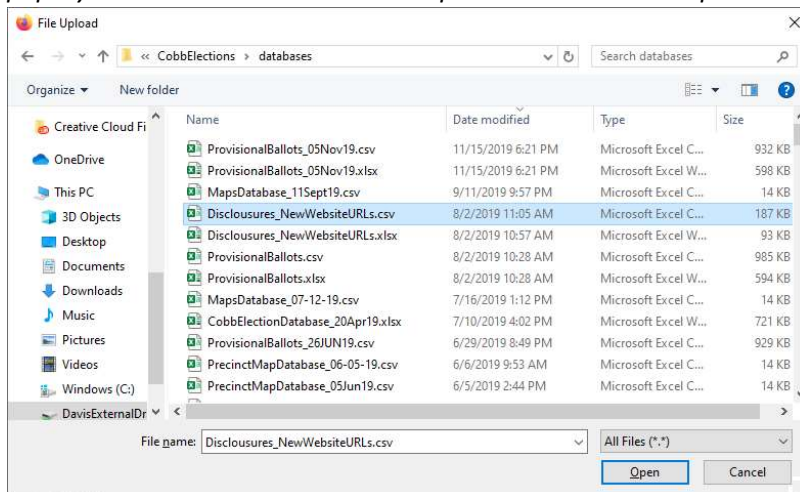*phpMyAdmin : Database : Table : Import page*

13) On this 'Import' page, select the 'Browse…' button in order to locate on your Computer hard drive the .CSV document desired to upload and replace the deleted table.

phpMyAdmin : Database : Table : Import : Browse.. button

phpMyAdmin : Database : Table : Import : Browse.. : File Upload window

14) After selecting to Open the desired .CSV document, this file's information will display on the Import page.

15) Scroll down the 'Import' page to locate and select the 'Go' button to upload the .CVS